

**RFP0255
REQUEST FOR PROPOSALS
for the**

**2020-2021 NEW YORK STATE COMPANION ANIMAL CAPITAL
PROJECTS FUND**

***Competitive Grants to Municipal and Incorporated Not-for-Profit Pounds, Shelters
and Humane Societies***

QUESTIONS AND ANSWERS

January 11, 2022 - FINAL

1) Can bonds be used as a source of matched payment or does money have to be in hand?

Per section 2.3 of the RFP, matching funds must be in the form of cash and successful applicants will be required to provide evidence of the availability of matching funds before a contract is issued. If a municipality intends to use bonds as a source of matching funds such bonds must be issued prior to the start date of the contract.

2) I have recently been awarded a Companion Animal Capital Fund Grant and I have completed all construction, claims and final reports on the project. Can I apply again?

Yes, if an applicant has successfully completed and closed out a previously awarded project they are eligible to apply for a new project.

3) Does a military base fit within the definition of a municipality under this solicitation?

No, pursuant to Article 7 of the New York Agriculture and Markets Law, a municipality is defined as any county, town, city and village.

4) While our organization does not have a contract with a municipality, we are in place to accept any pets that were adopted from the previous organizations from our location that must be surrendered (this is like a contract). Would we be eligible under the RFP0255 as a shelter with a municipal contract, or are we strictly eligible under RFP0258?

A shelter that is designated as an approved shelter to accept surrendered pets does not qualify as an eligible applicant under RFP0255. In order to apply under RFP0255, an organization must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law.

5) What happens if a shelter submitting a grant proposal can't reach the 30% MWBE goal?

Per section 7.5 of the RFP, a successful applicant will be able to submit a request for a partial or total waiver of established MWBE goal requirements. Such requests may be made at any time during the term of the Contract, but must be made no later than prior to the submission of a request for final payment on the Contract.

MWBE requirements are not expected to be fulfilled until after a grant has been awarded and a contract has been executed.

6) Our Dog Control Program is a joint operation of 4 municipalities. We share one Dog Control Officer and have one location in a town-owned building where any dog(s) is held prior to transfer to an authorized shelter facility under contract.

a) Would we be eligible to apply for funding to construct a facility sufficient to convert our current level of services to that of an actual shelter as defined in Ag & Markets law?

b) Can we apply for funding under this RFP for the construction of an improved facility in which to continue in the same capacity - providing temporary housing of dogs prior to their transfer to a shelter facility?

Yes, based on the information you provided, the joint dog control program you described qualifies as a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law. As such, your Town is eligible to apply for funding to construct a new shelter or to improve the temporary holding facilities you currently utilize as long as the proposed project is for the secure containment, health and adequate care of sheltered dogs and cats.

7) Which year is required for the animal statistics template? Can they choose either 2020 or 2021? Or do you prefer one specific year?

The Annual Statistics Report can be completed using data from either 2020 or 2021.

8) Will contractors be required to use the prevailing wage?

The Department is unable to answer this question. Please refer all questions regarding the applicability of prevailing wage to your specific project to the Department of Labor, [Bureau of Public Work](#).

9) If a facility expansion will be built off-site and brought to the shelter by a modular homes company will the construction being done off-site be eligible for funding?

Yes, the direct costs related to the construction of a structure off-site would be an eligible expense.

10) We are a not-for-profit organization licensed by the NYC Department of Health as an animal shelter but we are not under any municipal contract. Are we eligible to apply for this year's RFP?

Pursuant to section 1.4 of the RFP, an eligible applicant must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law. A not-for-profit organization that does not have a contract with a municipality to provide pound or shelter services for dogs is not an eligible applicant under this RFP. However, such an organization may be eligible to apply under RFP0258 if they are registered with the Department pursuant to section 408 of the New York Agriculture and Markets Law and can demonstrate providing similar pound or shelter services in underserved municipalities or regions.

11) We have a 30-year lease on the building that houses our shelter, but we are not the building owners. Are we still eligible to apply for this year's RFP?

Yes, an eligible applicant that does not own the property where the shelter facility is located can still apply for this grant. However, upon award, the applicant must be able to provide a fully executed written agreement between the property owner and the applicant, or a resolution if the property is owned by a municipality, allowing the applicant to use the property as a shelter facility for at least five (5) years after the completion date of the project.

12) Can we apply to make repairs to structural damage that directly affects animals in our care?

Yes, per section 2 of the RFP, capital projects necessary for the secure containment, health and adequate care of sheltered dogs and cats are eligible for funding. Eligible expenses include direct costs related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment or facilities.

13) With the current supply chain issues affecting the construction industry, will there be any allowance given for start and completion dates for construction?

Per section 2.4 of the RFP, actual construction must begin within 3 months of the date the contract is approved by the Office of the New York State Comptroller (OSC). Projects must be completed within 2 years of the date the contract is approved by OSC. However, if an awardee experiences delays in construction

due to supply chain issues they will be able to request a no cost date extension on the contract.

14) For shelters with municipal contracts, does this only mean dog control contracts or also humane officer contracts? And does it only pertain to the sheltering of strays or also for humane custodies?

Eligible pounds, shelters or humane societies must be operated by or under contract with one or more municipalities for the provision of pound or shelter services for dogs seized pursuant to Article 7 of New York Agriculture and Markets Law.

15) Besides the sheltering and adoption of cats and dogs, some shelters can also provide services for large animals, wildlife, and small animals. Can a construction project include the care and sheltering for these kinds of animals or does it have to solely focus on cats and dogs?

Per section 2.1 of the RFP, only capital projects necessary for the secure containment, health and adequate care of sheltered dogs and cats are eligible for funding. Projects that will provide for the care and sheltering of large animals, wildlife, and other small animals would not be eligible for funding under this RFP.

16) How many people will review each application and who is on the review panel? Are applications being reviewed by state Ag & Markets employees or by peers or advocacy groups in the animal welfare community?

All eligible proposals will be evaluated by a panel of at least three evaluators designated by the Department. Evaluators may include an employee of the Department of Agriculture and Markets, a former state animal health inspector and dog control officer, and the former executive director of an animal welfare organization.